

**Lifting & Handling**

**Order Form**

**Please return the completed order form to the below email:**

Carla Cook – Carla.cook@dsv.com

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| **EXHIBITION HANDLING & FREIGHT ORDER FORM** |
| **Stand Name** |  | **Stand / Hall No** |  |
| **Date goods required on stand** |  | **Time required on stand** |  |
| **Date required for collection / reload** |  | **Time required for collection / reload** |  |
| **Invoice Party / Company Name** |  |
| **Invoice Address** |  |
|  | **Postcode** |  |
| **Company Registration Number** |  | **Telephone** |  |
| **VAT number, EU companies Only** |  | **Fax** |  |
| **Email Address** |  |
| **Card Payment \****Please provide contact name/details to obtain card payment information*  |  |
| **Print Name** |  | **Sign Name** |  |

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| **Please indicate which of the below services you require (Please tick as required)**  |
| **On-Site Services :**  | **Transport services – Quotation upon request :** |
|  | [ ]  Collection from exhibitor premises to arrival site. *Please confirm collection address if different to above.****Do you have a fork lift or loading facilities at your premises:***[ ]  Yes [ ]  No  [ ]  Return shipping to exhibitor premises***\*\* For courier shipments, please ensure you contact us before shipping the goods so we can provide you with correct consignee information.*** |
| [ ]  Unload / Deliver to stand | £10.00 per cbm / Minimum £40.00\* |
| [ ]  Empty case storage | £28.00 per cbm / Minimum £84.00 |
| [ ]  Reload / Collect from stand[ ]  Pre-show / Post-show warehouse handling*Additional transport charges from /to our warehouse will also apply*  | £10.00 per cbm / Minimum £40.00\*£15.00 per cbm / Minimum £45.00 each way  |
|  |  |
| **\* 50% overtime surcharge applicable for work carried outside of normal working hours which are Monday to Sunday 0700 – 1900hrs** |



**All prices are exclusive of VAT. Please note, we do not accept American Express.**

**IMPORTANT: All business is undertaken subject to the current editions of our standard trading conditions, which are UKWA (warehousing) and BIFA. (All other business)**

 **Copies available upon request.**

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| **Quantity** | **Description of goods** | **L X W X H (cms)** | **Weight** |
|  |  |  | x |  | x |  |  |
|  |  |  | x |  | x |  |  |
|  |  |  | x |  | x |  |  |
|  |  |  | x |  | x |  |  |